



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C-578

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RECORDS RETENTION AND DISPOSAL SCHEDULE

OFFICE OF CENTRAL SERVICES

Equipment Operations & Maintenance

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1	<u>GENERAL ADMINISTRATIVE/CORRESPONDENCE FILES</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Screen annually and destroy that material no longer needed for current business. Directives, policies and other material related to planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the State Archives.
2	<u>BUDGET RECORDS</u> Annual Budget Submissions Monthly Budget printouts Workpapers	Retain annual submissions for three (3) years, then then destroy. Retain all other workpapers for one (1) years, then destroy.
3	<u>UNOFFICIAL PERSONNEL FILES</u> Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.	Screen annually and destroy that material no longer needed for current reference. Retain remaining items for one (1) year after termination, then destroy.
4	<u>LEAVE AND TIME SHEETS</u> This file contains office copies of employees annual leave and daily time recordings.	Retain for one (1) year, then destroy.

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

4/13/87
DATE

Gerald A. Lusk
SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

4/16/87
DATE

G. McPherson
SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

4/13/87
DATE

Wm. Lusk
SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

5/13/87
DATE

Shirley G...
SIGNATURE



RECORDS RETENTION AND DISPOSAL SCHEDULE
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ITEM NO.	DESCRIPTION	RETENTION
5	<p><u>REPAIR ORDER FILES</u></p> <p>These files are initiated by E.O.M. and consist of sequentially numbered, standardized forms used to record material, labor, and sublet repair expenditures to be charged to the using agencies for repair of agency equipment.</p> <p>White (original) copy - Material issues are entered into computerized inventory system, charges are totaled by E.O.M. personnel and forwarded to Data Processing for budget distribution. Returned by Data Processing and distributed to using agency.</p> <p>Yellow copy - distributed to using agency to be used as agency field copy.</p> <p>Pink copy - filed numerically. A record of current year repairs performed.</p> <p>Hard Copy - Maintained in Equipment File Folder</p>	<p>Retain pink copy for one (1) year, then destroy.</p>
6	<p><u>EQUIPMENT FILES</u></p> <p>These are filed numerically by equipment inventory number. A chronological history of repairs performed on equipment owned by the County which E.O.M. services.</p>	<p>Retain for six (6) months after equipment is traded or disposed of following Fixed Asset documentation, then destroy.</p>
7	<p><u>DAILY WORK ORDER/SUMMARY FILES</u></p> <p>Daily Work Summary - Summation of daily work tickets used to evaluate productivity of operations and employee performance.</p> <p>Daily Work Tickets - Record of individual daily employee performance posted to Daily Work Summary.</p>	<p>Retain for one (1) year, then destroy.</p>
8	<p><u>PURCHASE REQUISITIONS FILES</u></p> <p>These files consist of a standard Central Services 2-part sequentially numbered form used to order materials, agreements, services, etc. Form is initiated by requisitioner. White (original) copy is retained by Purchasing Bureau. Pink (requisitioner) copy is retained by requisitioner.</p> <p>Pink (requisitioner) copy is filed sequentially according to status:</p> <ul style="list-style-type: none">A) PendingB) Executed	<p>Retain Pending copy until Purchase Order is issued</p> <p>Budget approval is denied, or request is withdrawn/cancelled, then destroy.</p> <p>Executed copy is maintained with corresponding Purchase Order until Purchase Order Expires.</p>



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ITEM NO.	DESCRIPTION	RETENTION
9	<p><u>PURCHASE ORDER FILES</u> These files are standard, sequentially numbered forms issued by the purchasing Bureau of the Office of Central Services to order materials, services, agreements, etc. Form is initiated by the Purchasing Bureau in response to agency's Purchase Requisition. Two copies of Purchase Order are received by the agency.</p> <p>A) Green Copy - Copy is filed in current Purchase Order file until Purchase Order is complete and signed off. Agency signs off on Purchase Order and forwards to Purchasing Bureau.</p> <p>B) Yellow (agency) copy - retained with Green copy of Purchase Order until Purchase Order is complete and green copy is signed off. (Yellow copy is then filed in closed Purchase Order File).</p>	<p>Retain yellow copy for one (1) year after Purchase Order complete, then destroy.</p>
10	<p><u>GENERAL ACCOUNTING RECORDS</u> Storeroom Requisitions Safety Shoe Vouchers Stationary Requisition Central Billing Invoices Mileage and Miscellaneous Reimbursement Forms Petty Cash Voucher Mileage Report Form Travel Request Form</p>	<p>Retain office copies until verified against monthly detailed expenditures statements (#12 printouts), then destroy.</p>
11	<p><u>GOODS RECEIVED/MATERIALS ACQUISITION FILES</u> These files consist of a standard, 2-part, sequentially numbered Central Services form prepared by the Receiving agency to notify the Control and Invoice Audit section of Central Services that a partial delivery of materials, services, agreement etc. authorized under a Purchase Order has been received.</p>	<p>Retain yellow copies for one (1) year after appropriate Purchase Order is complete and verification of Budget Expenditures and Inventory transactions is done, then destroy.</p>
12	<p><u>GENERAL ACCOUNTING PRINTOUTS</u> Balance Sheet Budget Management Report Detailed Budget Expenditures Statement Statement of Estimated and Actual Revenues Equipment Inventory Report Agency Leave Report Account Distribution 27-10-14 Stationary V.O.M. Central Stores Repair Order Repair Order Summary Inventory Database Backup</p>	<p>Retain Fiscal Year End printouts for three (3) years, then destroy.</p>



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ITEM NO.	DESCRIPTION	RETENTION
	<p>Inventory Transaction Analysis Inventory Exception Report Inventory on Order Report</p> <p>These files are hard copy computer printouts of transactions effecting E.O.M. operations. Transactions which appear on these reports are verified from supporting documents. Printouts are updated monthly.</p>	